

State Retirement Board Travel Regulations

Approval Date is: 6/12/05

- When use of a person's private automobile is necessary and has been authorized mileage will be reimbursed at \$0.30 per mile.
- In addition to the approved mileage rate, reimbursement will be allowed for reasonable charges for tolls, garaging and parking.
- Employees who are required to travel to other locations for business shall receive a per diem payment of \$30.00 for meals for each **whole** day they are on assignment.
- For travel for **partial** day periods, individual meal allowances are as follows:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$16.00

Approved October 24, 2002

Purpose of the Regulations

The State Board of Retirement's Travel Regulations cover the reimbursement of expenses incurred by Board and staff members carrying out the mission and work of the State Employees' Retirement System. All expenses paid by the State Board are related to the purpose of the authorized travel and shall be cost. The State Board will not exceed the annual travel budget approved by Board Members.

Authorization of Out-of-State Board and Staff Travel

The five-member Board will review all requests for out-of-state travel by Board Members during a monthly Board meeting. The Authorization for Travel form will be completed and will include a brochure of the conference or detailed summary of the purpose of the out-of-state travel, estimated cost, and number of days/nights of the trip. The Board will take a vote to approve/disapprove the request and the minutes of the Board meeting will reflect that vote and the authorization approved. A summary of the conference or travel will be submitted to Board Members at the Board meeting following the trip.

The Chairperson of the Board or his/her designee will approve all out-of-state travel for Board staff. The staff will be required to complete an Authorization for Travel form and will include a brochure of the conference or detailed summary of the purpose of the out-of-state travel, estimated cost, and number of days out of the office.

The Executive Director will approve all in-state travel requests. For those requests requiring an overnight stay, an Authorization for Travel form must be completed.

The Board will designate the Executive Secretary to be responsible for making all travel arrangements and for assisting Board Members and staff in completing necessary forms.

Transportation

The Board will allow for airline (economy/coach fare), train (economy/coach fare), bus, personal use of automobile, and automobile rental (out-of-state travel only) for travel related to Board business.

The Board prohibits payment for airline club memberships.

If the need arises for an automobile for out-of-state travel, arrangements must be made with a national car rental agency. The Board will require travelers to accept the additional insurance coverage offered by the car rental agency and will reimburse travelers for the cost. Any problems, accidents, or issues that may occur with a rental

car should be reported in writing as soon as possible to appropriate authorities and to the Executive Director of the Board.

The Board prohibits reimbursement for fines or other expenses incurred as a result of traffic violations while on Board approved travel.

Staff members of the Board may request to use state-owned automobiles for Board travel. The Executive Director will pre-approve all requests. The use of state owned automobiles will be exclusively for Board business. Only the traveler requesting the automobile is authorized to operate the vehicle. Reimbursement shall be allowed for expenses incurred in the operation of state-owned cars, including charges for gas, public garage and parking fees, and toll charges.

Privately-owned Automobiles and Mileage Rate

Reimbursement for mileage is \$.28 per mile and will increase to be consistent with Personnel Administrator may increase the mileage rate to be equal to the highest rate allowed by the Secretary of Administration and Finance for collective bargaining employees covered by M.G.L., Chapter 150E (M.G.L., Chapter 30, 25). For each trip the city or town visited must be reported. If several addresses are visited within a city or town, state the number visited and total mileage covered. Mileage reported shall be based upon actual odometer readings. Private automobile mileage reimbursement shall be payable only to one of two or more employees traveling together in the same vehicle.

Accommodations

The Board will reimburse Board and staff members for lodging for out-of-state travel and in some instances for in-state travel. The Board will advise travelers to take advantage of conference rate lodging. If conference lodging is not available, every effort will be made to find comparably priced lodging. For non-conference related travel, government or business rates will be secured.

Meals

The Board authorizes reimbursement for the cost of meals while on Board authorized travel. Reimbursement will be for the Board or staff member traveling and will not include reimbursement for any other individuals. The Board will not reimburse for meals and/or accommodations that are included in the cost of registration. Board and staff members traveling in state will be eligible for meals reimbursement if they meet the Human Resource Division Red Book guidelines. The Board will reimburse meals according to the Red

Book:

Breakfast \$5.00

Lunch (midday meal) \$6.50

Supper (evening meal) \$13.00

Expense Statement/Required Documentation for Reimbursement

Expense statements (the Office of the Comptroller Travel Voucher Input Form is used by all Treasury employees for reimbursable expenses) must be submitted within thirty (30) days of travel. Expense statements will be reviewed and approved by the Chairperson of the Board for Board travel and the Executive Director/Deputy Direct for staff travel. Any business travel that has not been adequately documented or approved prior to travel may be returned for further documentation and if a determination is made that an expense is inappropriate, will not be reimbursed. Expense statements will include original itemized receipts for transportation, lodging, and other expense incidental to travel. Receipts are required for all reimbursable expenses. Reimbursement shall only be made to the person who actually made payment for the expense.

Other Reimbursable and Non-Reimbursable Expenses

The Board will reimburse for certain other expenses as long as receipts accompany them. Such expenses include gratuities paid in accordance with local custom, telephone expenses limited to Board or business-related calls and one personal call per day, Internet connection charges, costs for faxing, and costs for copying when circumstances require such activities.

The Board will not reimburse expenses that are not related to carrying out the business of the Board while on authorized travel. Such expenses that are prohibited include in-room movies, mini-bar charges, gym fees, entertainment and recreational expenses, laundry and dry cleaning and any personal services. The Board prohibits payment of or reimbursement for alcoholic beverages.

Personal Travel Combined with Board-Related Travel

If personal travel is combined with Board related travel, the personal portion of the trip will be clearly identified and paid for by the traveler. Travel expenses or any other expenses incurred by a spouse, relative, friend or other individual accompanying a Board Member or Board staff member will be considered to be personal travel and will, in no event, be a proper expense of the Retirement Board.

Payments or Reimbursements for Expenses by Third Parties

The Board prohibits the providing to or receipt by a Board Member or staff member of anything of substantial value from any person, firm, partnership or other entity which may be reasonably expected to seek to do business with or is seeking to do business with or presently is doing business with a Retirement Board or any person, firm or other entity that solicits or makes referrals or which may be reasonably expected to solicit or make referrals of any client on behalf of such a person, firm, partnership or other entity. The Board prohibits the providing to and the receipt of anything of substantial value from such a person, firm, partnership or other entity indirectly through any person, firm, association, organization or other entity. In instances where a Board Member or Board staff member participates in a legitimate speaking engagement, the Board will pay all costs and expenses related to such speaking engagement, provided, that the Board Member or Board staff member complies with all of the Board's travel regulations. The Board may accept reimbursement for such travel-related expenses of a Board Member or a member of the Board's staff from the third party, only under the following limited circumstances:

A Board Member or a member of a Board's staff may participate in legitimate speaking engagements in connection with their positions on the Retirement Board or as a member of the Board's staff and the Board may accept reimbursement from third parties necessary to cover travel related costs for such engagements.

Acceptance of an honorarium or any other form of compensation is strictly prohibited.

To be considered a legitimate speaking engagement, the presentation must be formally scheduled on the agenda of a convention or conference.

The speaking engagement must be scheduled in advance of the Board Member's or staff member's arrival at the event.

The presentation must be before an organization that would normally have outside speakers address them at such an event.

The presentation cannot be perfunctory, but should significantly contribute to the event, taking into account such factors as the length of the speech or presentation, the size of the audience, and the extent to which the speaker is providing substantive or unique information or viewpoints.

The Retirement Board can be reimbursed by a third party for expenses only to the extent necessary for making the speech or presentation.

Under no circumstances will a Board Member or Board staff member receive reimbursement or any other payment or compensation from a third party.

Violation of These Guidelines or Board Travel Regulations

The Commission will review all circumstances pertaining to travel in accordance with the provisions of these Guidelines.

Any person or entity that violates these Guidelines or Retirement Board regulations adopted pursuant to these Guidelines and approved by the Commission shall be deemed to have violated the provisions of 840 CMR 17.00 and shall be subject to removal as a qualified investment manager or pursuant to 840 CMR 17.04(10). In addition, the Commission shall not grant an exemption pursuant to 840 CMR 19.02 or a qualification pursuant to 840 CMR 26.04 if any person or entity that has violated these Guidelines or Retirement Board regulations adopted pursuant to these Guidelines is the subject of the filing pursuant to those provisions.

Cash Advances

The Board prohibits cash advances in connection with anticipated travel expenses.

Board Credit Cards

The Board prohibits the issuance of credit cards for use by Board and staff members.